

~~SECRET~~

OFFICE OF TRAINING  
OPERATIONS SCHOOL  
CLANDESTINE SERVICES RECORDS II #7-68  
(Biographic Research)

20 - 24 May 1968

30 Hours

Room 601, 1000 No. Glebe Road

[REDACTED]

25X1A9a

Chief Instructor

Room 614, 1000 No. Glebe Road

Extension 3096

~~GROUP I~~  
~~Excluded from automatic~~  
~~downgrading and~~  
~~declassification~~

~~SECRET~~

S E C R E T

F O R E W O R D

CS RECORDS II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Services. It introduces the principles, techniques, and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the students should absorb.

S E C R E T

S E C R E T

25X1A9a

Monday, 20 May 1968

0900 - 0920

Administration and Course  
Introduction

Chief Instructor

Issue of Student kits,  
seating and student review  
of reading material and  
schedule.

0920 - 0950

Biographic Research in the CS

Mr. [REDACTED]

25X1A

An outline of research and  
investigative procedure. Bio-  
graphic research at Headquarters  
related to investigation at the  
Field Station

1000 - 1030

CI/ [REDACTED] The Relation of Its  
Records to the CS Mission

Chief, CI/ [REDACTED]

25X1A

25X1A

1045 - 1200

CRS/Biographic Register

A description of the sources  
and services available to the  
researcher.

CRS/ISG/FE/PAC,  
China Branch

25X1A

1200 - 1300

Lunch

1300 - 1340

The Office of Security Index  
and Biographic Services

OS/OSD

25X1A

A description of the services  
provided by the Office of  
Security in both the checks  
of the various other US Govern-  
ment agencies and in providing  
investigative or research  
services.

25X1A

1350 - 1440

Introduction to non-CS indices  
and files

Mr. [REDACTED]

S E C R E T

Tuesday, 21 May 1968

0900 - 1000 Collation and Analysis of  
Biographic Information  
1000 - 1500 Biographic Research Practical  
Exercise

Wednesday, 22 May 1968

0900 - 1400 Biographic Research Practical  
Exercise (continued)  
1400 - 1440 Writing the Meaningful Report

Thursday, 23 May 1968

0900 - 1400 Biographic Research Practical  
Exercise (concluded)

Friday, 24 May 1968

0900 - 1130 Critique of Practical Exercise  
1130 - 1200 Final Administration



A9a

CI Staff/

25X1A

Mr. [REDACTED]

25X1A